

STANDING ORDERS.  
FORT GARRY HORSE.  
1<sup>ST</sup>. CANADIAN CONTINGENT.





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June 1934  
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# STANDING ORDERS.

FORT GARRY HORSE.

1st CANADIAN CONTINGENT.



## PREFACE.

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At the junction of the Red and Assiniboine lies an old stone gate—battered and time worn, all that remains of "Fort Garry."

Hudson's Bay post, frontier fort, it commanded the main roads of the South West. Fought for by the warring trading companies, taken and retaken in the first North West rising, the base for the troops that crushed the North West Rebellion—it was a point of high military significance. It is yet.

Then the gateway to a new land—pouring out civilisation by the track and trail and river, it has become the gateway to a great wheatfield—a granary of the Empire.

It has been described as the neck of a bottle—a vast bottle stretching from the border to the Saskatchewan—and further—from the Rockies to the Red.—The neck through which the grain for an Empire may come

A gate to be kept open !

Where the teepees stood ; where the old Fort was built ; where the voyageurs landed from their brigades of York boats ; where sturdy Selkirk's men made their homes—to-day all is now the new city, big and growing.

Where the bucks, and their squaws stared at Wolseley's soldiers—to-day drill horse, foot, and guns of the new garrison.

Is it strange then, that the old gate should have crept into the affections of its new defenders—many of them the sons and grandsons of the builders of the gate—to remind them always of the days when it held the West.

The military forces of Western Canada have grown, keeping pace with the city at its threshold. Regiment after regiment, battery after battery, battalion after battalion. Times have changed since the old gate heard the tom-toms down by the river. Now it hears the skirl of the pipes, the crash of the bands and shrilling of the fifes as its new keepers do honour to the old.

"Fort Garry Horse" is a new regiment and yet old—old as the militia of the West. An offshoot of "The 18th Mounted Rifles," which in turn owes its existence to the Mother Regiment of all the Western Cavalry—the 12th Manitoba Dragoons, and justly is found with the traditions of the West. Its crest is "The Gate." The western love of a blow before a word became its "Facta non Verba."

The old gate is the motto—could anything stand for more ?

To-day when the regiment is on Foreign service. Men from the old gate—when the opportunity comes—may you shoot as straight, and ride as sure as ever the men who rode from the old gate fifty years ago.





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# **STANDING ORDERS**

## **Fort Garry Horse.**

**FIRST CANADIAN CONTINGENT.**

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### **PART I.**

#### **Duties of Officers in their respective Grades.**

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##### **Commanding Officer**

- (1) The Commanding Officer is responsible for the maintenance of discipline and due subordination, for the general tone of the Regiment in all situations and for the conduct of the Regiment in all respects.
- (2) He is responsible for the restriction of all expenses in Messes and Regimental Institutions.

##### **Officers in Temporary Command of the Regiment.**

- (1) An officer in temporary command of the Regiment will issue such orders as are necessary, from the particular circumstances and situation of the Regiment.
- (2) Such orders must never be in opposition to the standing orders of the Regiment.
- (3) He has no authority to issue orders for the establishment of any rule or regulation of a permanent nature without first submitting it for the sanction of the Commanding Officer.

- (4) He will make no promotion to a rank higher than that of Corporal without consulting the Commanding Officer. He may, however, promote a man provisionally, pending the appointment being confirmed by the Commanding Officer.
- (5) He has no authority to order any alteration in the Regimental clothing or to direct a new supply of clothing or appointments of any description without the sanction of the Commanding Officer.
- (6) He is responsible for the conduct of the Regiment in every respect, during the time he is in command.

### **Second in Command.**

- (1) He will assist the Commanding Officer in the Training of his Regiment.
- (2) He will see that officers at all times, on Parade or at Mess, are dressed according to Regimental Orders.
- (3) He will supervise all Regimental Institutions.
- (4) He will frequently attend Orderly Room and keep himself informed of all important official matters and correspondence.

### **Squadron Commanders.**

- (1) He is responsible to the Commanding Officer that the Squadron under his command is in every way fit for service.
- (2) He will make himself acquainted in every way with the character and disposition of every Soldier in his Squadron, and more especially with that of the Non-Commissioned Officers. A Squadron Commander's recommendation will invariably bear great weight in all matters of promotion or staff and departmental appointments.

- (3) He must pay special attention to the care of his recruits. A man's bearing as a soldier often depends on his first few months soldiering.
- (4) The conditions of the horses in the Squadron, whether in barracks or in the field, will be one of the Squadron Commander's chief cares. His personal and constant supervision is necessary in all stable duties.
- (5) A Squadron Commander is responsible for the setting up and general bearing of his men, the fittings of the saddlery and appointments of his Squadron, for the clothing and necessaries being complete, in good order, and properly marked, and for the cleanliness of all barracks, stables, out-houses, etc., in his charge.
- (6) He will sign all returns and reports required from his Squadron and see that the men's small books are properly filled in.
- (7) He will invariably make himself acquainted with all the circumstances relating to any case which is to be brought before the Commanding Officer.
- (8) He is answerable for all debts of his Squadron. He will see that all bills of his Squadron are paid regularly and will frequently check up the books of his Squadron. He will ensure that all just demands are paid before his Squadron marches from a quarter.
- (9) He will arrange that an officer inspects the men's rooms daily.
- (10) Squadron Commanders must acquaint themselves with the scale of punishment that they are permitted to award and will see that all their officers have a similar knowledge.
- (11) He will see that an officer is invariably present when the N.C.O.'s and men of his Squadron are paid.
- (12) He will frequently visit the sick of his Squadron in Hospital.

- (13) Before any man is allowed to take new uniform into wear he must be paraded for inspection by the Squadron Commander.
- (14) He must ascertain the exact periods at which his men become entitled to extra pay and must submit their names to the Orderly Room when they become entitled to it.
- (15) When an Officer Commanding a Squadron or detachment has obtained leave of absence he must make over his charge to the Officer appointed to relieve him, and until this has been done he is on no account to quit the Regiment or detachment.
- (16) He will ensure that all officers of his Squadron have a thorough knowledge of the system of accounts and are thoroughly acquainted with the details of 'interior economy.'
- (17) Although every Squadron Commander should endeavour to render his own Squadron as efficient as possible, he should be careful not to do so at the expense of the other Squadrons of the Regiment.

He should always keep in view the fact that the efficiency of the Regiment, as a whole, is the first consideration.

### **Captain, Second in Command**

- (1) The Captain Second in Command of the Squadron should strive to make himself competent in every way to take the place of the Squadron Commander.
- (2) An Officer in temporary command of a Squadron will issue such orders as are necessary from the particular circumstances and the situation of the Squadron. Such orders should never be in opposition to the orders issued by the Squadron Commander without that officer's consent.

- (3) An Officer in temporary command of a Squadron will not submit names of Non-Commissioned officers or men for promotion without first obtaining the approval of the Squadron Commander. Should that officer be on long leave, promotions can be made, but the officer in temporary command must endeavour in this, as in every other respect, to act in accordance with the wishes of the Squadron Commander.

### **Troop Leaders and Subalterns Generally**

- (1) He is responsible to his Squadron Leader for his troop both at the field and in the barracks.
- (2) He will supervise the training of his troop on the lines laid down by his Squadron Commander.
- (3) He is responsible that his N.C.O.'s and his Section Commanders are thoroughly qualified to impart instruction in all subjects that may be required of them.
- (4) He must ensure his N.C.O.'s and men being thoroughly trained in Horse management.
- (5) A Troop Leader should know every man and horse in his troop and be able to answer any question on any matter relating to them, or to the interior economy of his Troop.
- (6) He must continually practice himself with the weapons with which his troop is armed, so that no man in his troop is better at skill-at-arms than he himself is.
- (7) He must not only be able to tell a man how to do a thing but must also be able to demonstrate how the thing should be done. Ocular demonstration will convey far more to the men than the most lucid explanation.
- (8) He must not be content with any cut and dried method of training but must think out for himself new and progressive exercises.

- (9) The many useful lessons that he himself learns in all forms of sport must be carefully explained to his men.
- (10) Subalterns before applying to the Commanding Officer for leave, must obtain the sanction of their Squadron Commanders. Those who are not dismissed Riding and Foot Drill must, in addition, obtain the sanction of the Adjutant and the Riding Master if the leave applied for involves absence from duty under those officers.
- (11) Every Subaltern should endeavour to fit himself in all respects for the command of his Squadron in the absence of his superiors.
- (12) It must be distinctly understood that the Squadron and not the troop, is of the greatest importance, and although the Troop leader should endeavour to render his own troop as efficient as possible, he should be careful not to do so at the expense of the other troops of the Squadron, but should always keep in view the fact that the efficiency of the Squadron is the first consideration.

### **Adjutant**

- 1) He will make constant opportunity to observe everything in connection with the Regiment, will see that the Regimental Standing Orders are strictly adhered to. He will on no consideration withhold from the Commanding Officer's knowledge any deviation from the established practice, regulations and orders.
- (2) The Adjutant is to be considered as the voice of the Commanding Officer; all orders coming through him are to be implicitly obeyed by all ranks as if given by the Commanding Officer in person.
- (3) He will take care that every man is well set up, and that with or without arms, his carriage is soldier-like.



- (4) Every extraordinary occurrence, whether in barracks or quarters, must receive his attention.
- (5) He will receive all orders from the Commanding Officer and is answerable that they are properly promulgated.
- (6) He will superintend the drills conducted by the Regimental Sergeant-Major, the Fencing Instructor, and other Drill Instructors.
- (7) He should occasionally be present at Guard Mounting and should frequently inspect the Guard Detention Room, the Guard and all pertaining thereto, and see that all sentries are acquainted with their orders.
- (8) He will keep all Regimental Documents, Books, Rosters, etc., in the office and make out all returns, etc., required for the Regiment.
- (9) He is answerable that all parades and other Regimental duties are conducted according to King's Regulations and that all Orderlies and other men for duty are properly turned out and duly inspected.
- (9a) The Regimental Police and all men under arrest are under his direct supervision. He will see that all accused men for trial and that all witnesses for and against them are properly warned.
- (10) The Sergeant Trumpeter and Trumpeters are under his orders and he is held responsible for their efficiency, both mounted and dismounted.
- (11) His duties with regard to Musketry Instruction are defined by the Musketry Regulations.
- (12) In conjunction with the Senior Subaltern he will see that all Subalterns are brought up in accordance with the traditions of the Regiment. He should generally assist the second in command in all matters appertaining to the training of young officers.

### Riding Master

- (1) The Riding Master is responsible to the Commanding Officer for the breaking and training of Remount Horses.
- (2) He will also assist the Commanding Officer in maintaining a high standard of Horsemanship throughout the Regiment.
- (3) He will adhere closely to the instructions for the conduct of all Riding School Drills and practices. Any changes, experiments or improvements he wishes to try he will first submit to the Commanding Officer for his approval.  
His principal duties are:—
  - (a) Instruction of recruit officers and men.
  - (b) In Riding and preliminary drills mounted.
  - (c) In use of their arms mounted.
  - (d) Breaking and training of remounts.
  - (e) Skill of Arms mounted of all ranks.
- (5) He will report to the Squadron Leader all cases of men turning out dirty or late for his drills.
- (6) The Regimental Meneges, tracks and jumps are under his personal care.
- (7) All Orders given by the Riding Master in his department in the Commanding Officer's name are to be obeyed by all ranks, as implicitly as if given by the Commanding Officer himself.
- (8) Once a recruit has been passed his drills by the Commanding Officer, the Squadron Commander becomes responsible for him, and he is not to be sent back to the Riding Master for further instruction without permission from the Commanding Officer.
- (9) The Riding Master should do all in his power to encourage individual efficiency in all mounted sports.
- (10) He will keep the Register of Officers chargers and will not enter therein any horse

until it has been passed by the Commanding Officer, or, in his absence, the Second in Command.

### **Quarter Master**

- (1) He is responsible to the Commanding Officer for all Regimental Stores received, and will account to him for their expenditure. Whatever he receives from the Regimental Tradesmen will be strictly examined by him, and he will report to the Commanding Officer any deviation in pattern or deficiency in quality he may observe.
- (2) He is responsible for all deliveries from the Regimental to the Squadron Stores, taking care to make regular entries and take proper receipts for same.
- (3) He is to take charge of and superintend all Regimental Workmen and check their bills and charges.
- (4) He will report to the Commanding Officer any deviation from the Regulation pattern he may perceive in cutting and making up the clothing of the Regiment.
- (5) He will obtain an order from the Commanding Officer for any issue of appointments, etc., from the General Stores. The Quartermaster will apply through the Adjutant for any fatigues he may require.
- (6) He is to receive and hand over all barracks; and be present at the delivery and exchange of all barracks stores received from the Barrack Master; delivering over same to the Quartermaster Sergeants of Squadrons, taking their receipts. He will take care to give receipts for all articles issued by the Barrack Master and take receipts for all articles returned.
- (7) He is to superintend all the weekly issues from the Barrack Stores of coals, candles, brooms, etc., and make out returns for same.
- (8) He is responsible to the Commanding Officer

that the rations issued to the men and horses are full weight.

- (9) He will give receipts for all forage, meat and bread issued in barraeks.
- (10) He is to attend at all inspections of barraeks and is responsible that all damages against the Regiment are checked by himself and kept as small as possible.
- (11) He will report to the Commanding Officer when any unfair or exorbitant charge is made. He will on no account permit barraek damages to be made the subject of a general charge against the Regiment but will see that they are fairly divided amongst the different Squadrons, and that every charge, whether large or small, which can be traced to individuals, rooms, or troops, is charged to such only.
- (12) When any repairs in barracks or stables are reported to him as being necessary he will take immediate steps to ensure their being completed as soon as possible by the barraek department.
- (13) The Magazine demands his special attention. The regulations relative to the care, issue and exchange of ammunition will be rigidly adhered to.
- (14) It is his duty to see that every part of the Barracks or Camp is kept in perfect order.
- (15) The Camp Colourmen will be as a rule under the Quartermaster who is responsible for the proper marking out of camp in every detail.
- (16) When the Regiment is to change Quarters he will remain behind the troops to hand over the barracks, and will when possible, precede them to take over the quarters the Regiment is about to occupy. He will see the baggage off and make the necessary arrangements for its conveyance.
- (17) (a) On marches, unless a Regimental Transport Officer is appointed, he will have the general

charge of all Regimental Baggage, and in this respect the Squadron Quartermaster Sergeants are under his immediate direction.

(b) He will see that the wagons are duly ordered, that they are properly loaded and unloaded, and nothing but Regimental baggage is carried on them, and that they are regularly paid for.

(18) On entering barracks his duty is to inspect the weights and measures and to compare them with the standard ones. He will at once report any inaccuracy to the Commanding Officer.

(19) He receives all orders from the Officer Commanding and reports to him on all matters relating to his Department.

### Officers in General

(1) All Officers are desired to consider exactness of time on parades a very important principle of Military duty.

(2) All Squadron Officers will attend mid-day stables at the hour at which the Officers' call is sounded. Leave for hunting, whenever practicable, will be granted.

(3) All Officers will at once check any deviation from Standing Orders. They will particularly take note of any case in which a Fort Garry Horseman is improperly dressed or fails to salute. They must consider it their duty to pay attention to appearance and conduct of Non-Commissioned Officers and men whether in their own Squadrons or not.

(4) When a Commanding Officer's Parade is ordered Subalterns will turn out with their men on "Parade" sounding; Squadron Leaders on "Officers' Call" sounding; Squadrons will form up on Regimental Parade on "General Parade" sounding. (For time of sounding see page 76 and 77).

- (5) When an Officer is sick he will at once inform the Adjutant.
- (5a) Permission to exchange duties must receive the sanction of the Commanding Officer, and must be applied for through the Adjutant.
- (6) Officers requiring leave of absence must enter their names and full postal and telegraphic addresses in the book kept in the Officers' room for that purpose.
- (7) When an officer's charger is in course of training it is not to be ridden without the knowledge and consent of the Riding Master.
- (8) Every officer is to be provided with a First and Second Charger, and he is on no account to part with either without first obtaining the Commanding Officer's permission. No officer is ever to ride a troop horse without permission from the Squadron Leader.
- (9) It is the duty of every officer to make himself acquainted over night with the orders of the following day. Officers living out of barracks must make their own arrangements to get acquainted with the orders. Officers who have been absent from the Regiment will, on their return, make themselves acquainted with all orders issued during their absence.
- (10) Any officer who considers himself aggrieved or who wishes to see the Commanding Officer on any official matter, will apply to the Adjutant for an interview with the Commanding Officer, and will state the nature of the business he wishes to discuss.
- (11) All Business, connected with the Regiment, is to be transacted with the Commanding Officer during Office Hours. Only matters of an extremely urgent or serious nature are to be brought before that officer at any time.
- (12) Officers are at all times to have their field

service kit complete and ready for immediate use.

- (13) Officers on joining the Regiment will attend Foot Drill and Riding School until dismissed by the Commanding Officer as follows:  
First: With the Squad with which they have worked. At a later date: As an instructor drilling a Squad, marching on points, increasing and diminishing the front, etc.

## **PART 2**

### **Duties of Warrant Officers and Non-Commissioned Officers in their Various Grades.**

#### **Warrant Officers**

- (1) Non-Commissioned Officers and men will address Warrant Officers in the same manner as they do Officers, but will not salute them.

#### **Regimental Sergeant Major**

- (1) He is the Assistant to the Adjutant and on him, in a great measure, depends the general smartness of the Regiment. Being at the head of the Non-Commissioned Officers he must be an example in activity and soldier-like conduct and instantly correct any want of spirit or exertion he may observe in them.
- (2) He has the power to put under arrest any Non-Commissioned Officer who does not obey any command he gives him, or is wanting in that respect which is due him.
- (3) He must keep an exact roster of the duties of the Non-Commissioned Officers, and the number of privates required from each Squadron for each duty.
- (4) He must keep a list of the men ordered extra drill for awkwardness or inattention, and see that they attend regularly when off duty.
- (5) He is to keep accurate lists of defaulters, see that they do not escape the punishment awarded, and that they are properly drilled and dismissed at the hour appointed.



- (6) He must be particularly observant of the conduct of Non-Commissioned Officers and never fail to bring to the notice of the Adjutant any one who does not support his authority amongst the men, or is intimate or familiar with them.
- (7) The Regimental Sergeant Major is responsible for the regularity and good conduct of the Sergeants' Mess and he will bring to the notice of the Adjutant any individual whose conduct is calculated to cast discredit on the Mess or interfere with the harmony and good feeling which should exist at all times amongst the Sergeants of the Regiment.
- (8) He will visit the Guard Room frequently and see that it is kept clean and properly aired. He will see that the written orders for the Guard are kept clean and legible on boards suitable for the purpose.
- (9) He will frequently attend Watchsetting Parade, keep an eye on Orderlies on duty, and visit Sentries to ensure that the Regimental duties are carried out in accordance with existing orders.
- (10) He will see that a list of all men confined to Barracks is kept in the Guard Room and another in possession of the Non-Commissioned Officer on duty at the Canteen so that convalecents and defaulters may not be allowed to quit the former or enter the latter.

#### **Bandmaster.**

- (1) He is responsible for the entire instruction of the Band in music, in which he will be assisted by the Band Sergeant and other Non-Commissioned Officers of the Band. He will practice the Band at such hours as the Commanding Officer may direct.
- (2) For the purpose of discipline and interior economy the Band is under the direct command

of the Band President. The Band Master will therefore report immediately to the Band President

- (a) Cases of misconduct of individuals belonging to the Band
  - (b) All matters regarding the employment and duties of the Band, the instruments, music and other articles, the property of the public or the officers of the Regiment.
- (3) He must never allow any of the Bandsmen to take their instruments away from the Regiment without the permission of the Commanding Officer.
  - (4) All passes for men of the band are to be initialled by the Bandmaster before they are submitted for the approval of the Band President.
  - (5) He is responsible to the Band President for the discipline of the Band and to the Adjutant for the efficiency and discipline of the Trumpeters.
  - (6) The Sergeant Trumpeter and Band Sergeant will act under his orders.

### **Regimental Quarter Master Sergeant**

- (1) He ranks next to the Warrant Grades, and is the senior Non-Commissioned Officer of the Regiment, holding a position of great responsibility and trust.
- (2) He is under the direction of the Quartermaster, whom he will assist in the duties of that Department.
- (3) He is exempt from Regimental Duties except when the Commanding Officer orders otherwise.
- (4) He will visit the Tradesmen's shops and report any irregularity to the Quartermaster.
- (5) He will be present at all inspections of

barracks or quarters and the receipt, delivery, and exchange of all stores and ammunition.

### **Orderly Room Sergeant**

- (1) He is under the direction of the Adjutant.
- (2) He will not allow any book, paper or document to be taken from the Office without leave of the Adjutant.
- (3) He will refer anyone requiring information to the Adjutant. He will be careful himself never to repeat any conversation or disclose any matter the knowledge of which he may have gained from his trustworthy and responsible position which is one above all requiring discretion, steadiness and strict regular conduct. He will impress on his clerks the need of silence and discretion with regards to all Orderly Room matters.
- (4) He is exempt from all parades and Regimental duties except when otherwise ordered by the Commanding Officer.
- (5) He is to be conversant with all standing orders and the regulations of the service.

### **Farrier Quarter Master Sergeant**

- (1) He holds an important post on the Regimental Staff and under the Veterinary Surgeon is in charge of the Farriers and Shoeing Smiths.
- (2) In the absence of the Veterinary Officer he should be applied to in matters requiring veterinary attention.
- (3) He keeps the Roster of Farriers duties and warns them accordingly.

### **Squadron Sergeant Major**

- (1) He holds a position requiring soldier-like qualities of no ordinary degree both in barracks

and in the field. He must be thoroughly acquainted with all routine and stable duties. He must have a perfect knowledge of all drill and field exercises, reconnaissance and outpost duties. He must possess complete authority over all ranks in his Squadron, as in the absence of his Squadron Officers he will take entire command of the Squadron.

- (2) He is responsible that the standing orders of the Regiment, both with regard to himself and every Non-Commissioned Officer and private in the Squadron, are strictly adhered to.
- (3) It is his duty to pay the greatest attention to his troop stables, the shoeing, and everything relative to the horses. Every horse in the Squadron is to be shod at least once a month. A book is to be kept by each Farrier for the purpose, specifying the date on which each horse was shod last. This book is to be frequently inspected by the Squadron Sergeant Major.
- (4) He is answerable under the Squadron Officer for the Discipline, Drill, General Appearance, Smartness and Good Conduct of the Non-Commissioned Officers and men of his Squadron and is responsible that all duties in connection with his Squadron are properly performed.
- (5) He is responsible for all details of stable management.
- (6) He is responsible that the orders are read to the men in a clear and distinct voice and that all ranks are properly warned for the duties of the following day. When the Regiment is exercised under the Orderly Officer he will ride in the rear of his Squadron taking particular attention to the men's riding and their general attention to the leading of spare horses.
- (7) In his absence his duties will be performed by the Senior Sergeant of his Squadron.
- (8) The Squadron Sergeant Major is responsible to his Squadron Commander that the regulations

regarding entries in and destruction of Squadron Conduct sheets are strictly adhered to.

- (9) It is his duty to keep a diary of drill and exercises which are carried out by the Squadron.
- (10) Before leaving evening stables he will ensure that the water troughs and fire buckets are filled and that the latter are conveniently placed.

### **Squadron Sergeant Major Rough Rider**

- (1) He acts as the Riding Master's Chief Assistant.
- (2) He will take the Riding Master's orders each day for the following day's work.
- (3) He should endeavour to stimulate and by his personal efforts encourage all matters of skill at arms.
- (4) He is exempt from duties except as may be ordered by the Commanding Officer.
- (5) He will report at Orderly Room all accidents to men occurring while at Riding School.

### **Squadron Sergeant Major Instructor in Fencing**

- (1) He is under the direction of the Adjutant and will in addition to his duties in the Gymnasium, assist in drilling recruits when available.
- (2) He is not required to attend stables but he will attend all parades whether mounted or dismounted.
- (3) He will instruct classes in Gymnastics, Fencing and other matters connected with skill-at-arms, and will encourage all ranks to attend voluntary gymnastics and fencing classes.

### **Squadron Quarter Master Sergeant**

- (1) He is, as far as regards the Squadron Commander, what the Quartermaster is to the Officer Commanding the Regiment, and is responsible

for all matters concerning Squadron Stores, Messing, forage, appointments, transport, barrack rooms, and out houses. He also keeps the Squadron accounts and will be present at the payment of the men of his Squadron.

- (2) He will accompany the Quartermaster at all Barrack Inspections round the buildings occupied by his Squadron and will take a list of all damages with a view to their being at once traced to individuals.
- (3) He is responsible that an Inventory of Kit of every man who goes to Hospital is taken and procedure is as follows: The Inventory is taken by the Orderly Sergeant assisted by the Room Corporal and handed over to the Quartermaster Sergeant. A receipt will be obtained from the Hospital authorities for all articles taken into Hospital by a man. The arms, appointments, etc., are to be taken into the Squadron Stores.
- (4) He is answerable that everything is settled for before marching out of barracks or quarters.
- (5) During stable hour after a mounted parade he will ascertain if anything has been lost or broken and will immediately report same.
- (6) When a man of a Squadron becomes absent or non-effective the whole of his necessaries and equipment must be taken into Squadron Stores and list made out and signed by the Quartermaster Sergeant, the Squadron Orderly Sergeant and Room Corporal, who are severally responsible for the articles being at once handed in.
- (7) The Squadron Quartermaster Sergeant must be fully acquainted with all matters of drill and manoeuvre and able to take any place in the Squadron which may be assigned to him.
- (8) He is responsible that all requisitions for repairs are communicated to the Quartermaster in due time.
- (9) He will keep a record of the date every man's

kit was last inspected and when deficiencies were completed.

### **Squadron Sergeant Major Instructor in Musketry**

- (1) He is under orders of the Adjutant.
- (2) He will be exempt from all other duties but at other times he will be available for any Regimental duty outside Squadron duty.
- (3) He is responsible for all articles of Musketry Stores in his charge and for the rendering of all musketry returns.
- (4) When casuals or recruits are attending musketry practice he will act as Sergeant Major of the party.
- (5) He will assist the Squadron Officers and Non-Commissioned Officers in all musketry duties and bring to their notice any changes in musketry detail or the method of conducting practices.
- (6) He will assist in training the Machine Gun Detachments and in preparing Officers and Non-Commissioned Officers for the School of Musketry.
- (7) He will do all in his power to improve the standard of efficiency of the Regiment in musketry and will assist all Regimental teams in practising for competition.
- (8) He will instruct Officers, Non-Commissioned Officers and men in the use of range finders and judging distances.

### **Sergeant Trumpeter**

- (1) He must exact implicit obedience from the Trumpeters, observing in his conduct to them the rule laid down for Non-Commissioned Officers towards the men; reporting all neglect of duty and misconduct to the Adjutant, or in his absence, to the Orderly Officer.
- (2) He must instruct all the Trumpeters in the

soundings agreeable to the established regulation, the printed book of which he will have in his possession.

- (3) Independent practice hours for men not perfect in sounding. He will have at least two drills weekly, one mounted when possible, and one dismounted, which all the Trumpeters must attend.
- (4) He parades the Trumpeters for any combined sounding.
- (5) He usually acts as Commanding Officer's Trumpeter on mounted duties and must therefore keep up an absolute knowledge of field soundings and must take pride in keeping his horse in hard serviceable condition.
- (6) He is to keep the roster of Trumpeters Duties and to warn them at the proper time.

#### **Band Sergeant**

- (1) The Band Sergeant will assist the Band Master in the supervision of the Band in imparting instructions.
- (2) He should supervise generally the "interior economy" of the band and assist the Band Master by all means in his power.

#### **Saddler Sergeant**

- (1) He has the supervision of the Saddlery of the Regiment and when any new saddlery is supplied will assist Squadron Commanders in fitting it.
- (2) He will report to the Quartermaster anything defective in the Saddlery of the Regiment or any neglect or improper use of it which may tend to its injury.
- (3) He will attend all parades at which the Commanding Officer inspects the fitting of saddles.
- (4) He is responsible for all tools under his charge.



### **Farrier Sergeants**

- (1) They must be careful to inspect all horses under their charge daily.
- (2) They are under the direct orders of their Squadron Commanders and should remember that when at out quarters or on any detached duty they hold a very responsible position and should therefore endeavour to acquaint themselves thoroughly with all matters of veterinary knowledge which may be of assistance in the absence of a Veterinary Officer.
- (3) They will be held responsible that the Squadron horses are all shod up to date.
- (4) All Farriers, except the Orderly Farrier, will attend the Commanding Officer's Mounted Parades. All Farriers attend general Watering Order Parades.
- (5) They are to be careful that the numbers on the horses hoofs are legible but not too deep.
- (6) They are to be strictly forbidden to shoe any horses not belonging to the Regiment whether in or out of the barracks without special authority from the Commanding Officer.

### **Provost Sergeant**

- (1) He acts under the direction of the Adjutant and has charge of the barrack detention rooms and of all soldiers confined therein. His position requires great tact, firmness and utmost vigilance. He is exempt from all duties except as ordered by the Commanding Officer.
- (2) He is the head of the Regimental Police and will frequently visit all passages, barrack rooms and out-houses, and will turn out of the Regimental Barracks or Lines all disorderly and unrecognized persons.
- (3) The Defaulters will be drilled or worked under his supervision.
- (4) He will confine any man who is drunk or

creating a disturbance in or out of the barracks.

- (5) When it is considered necessary to search a soldier's kit it must be done with the sanction of the Commanding Officer or the Squadron Leader.
- (6) The Provost Sergeant will be present on all occasions when the canteen is turned out.
- (7) The Provost Sergeant will be in charge of the Fire Engine and appliances when it is not being exercised by the Squadron detailed for Fire Picquet.

### **Cook Sergeant**

- (1) The Sergeant Cook is entirely under the orders of the Quartermaster, except for any question of discipline apart from his duties as cook sergeant.
- (2) He is responsible for the cleanliness of the cook houses and bread and meat stores, and that the cooks are clean in their dress and person.
- (3) He will lay out the cooking utensils for the inspection of the Orderly Officer daily.
- (4) He will receive the rations for the Regiment, see the meat cut up and divided into messes according to ration indents.
- (5) He is responsible that the food is properly cooked, that the cooking is varied, that no food or fuel is taken from the cook house for improper purposes.
- (6) When the Regiment is likely to return late from a field day or other duty, he will ascertain before the Regiment leaves when the dinners are to be ready.
- (7) He will attend the Commanding Officer when he inspects the dinner.
- (8) He will be in possession of the manual of Military Cooking and will see that the instructions contained therein are strictly adhered to.
- (9) He will assist and advise the Non-Commis-

sioned Officers who keep the Messing books and will at once bring to the notice of the Quartermaster any irregularity or extravagance that he may observe in messing.

### **Sergeants.**

- (1) Senior Sergeants will have troops committed to their charge, and what the Squadron is to the Sergeant-Major so their troop should be to them. They should be thoroughly acquainted with every detail relating to every man and horse in their respective troops, and in the absence of their troop officer should be qualified to lead them in the field or to look after their welfare in barracks or camp. They should realise also that the instruction of troops in the care of appointments, arms, clothing and saddlery is part of their duty, and in short, the troop is a unit of which, under the officer, they are at the head.
- (2) It is of first importance that this principle of decentralization should be thoroughly understood, for it is essential, if the work of a Squadron is to be carried out perfectly and without friction.
- (3) It can easily be realized how many opportunities for distinction on service must come to the Sergeant in command of a troop and how responsible his position must be both in the field and in the camp.

### **Post Sergeant.**

- (1) He is responsible that letters are collected, posted, and delivered at hours stated.
- (2) He is particularly responsible that registered letters and parcels are delivered to their owners in person. Those for officers should be handed to the Mess Sergeant.

### **Corporals.**

- (1) As they are continually in close touch with the men they are able by example, friendly

advice and timely remonstrance, to prevent irregularities which lead to the necessity of punishment. By so doing they will prove themselves good N.C.O.'s and the best friends of the men and will deservedly gain their esteem.

- (2) They are responsible that no disorderly conduct occurs in the barrack room and must at once report any case they cannot check.
- (3) Corporals must refrain from any undue familiarity with privates, otherwise they cannot preserve that respect and authority which their position requires. Their own conduct and bearing should at all times be beyond censure or reproach.
- (4) The Corporal's position is a difficult one but he will remember it is one of probation for higher promotion, which promotion is certain to come to him if he performs his duty with tact and zeal.
- (5) When a Corporals' room is attached to the Canteen the Corporals will use this room and will on no account frequent the men's room. The Commanding Officer wishes all Corporals to thoroughly understand that the Corporals' room is a privilege granted by himself, which privilege he will withdraw in the event of any irregularities occurring.
- (6) All Corporals must distinctly understand that no liquor is on any consideration to be taken away from the Canteen.
- (7) A Lance-Corporal with under four years' service (except in case of personal violence or detached duty) will not confine a Private Soldier, but will report to his Squadron Orderly Sergeant who will act as circumstances require.

### **Corporal Shoeing Smiths and Shoeing Smiths.**

- (1) The Orders for the Sergeant Farrier apply generally to Shoeing Smiths: In the absence of the Farrier, the shoeing smiths become re-

sponsible for the shoeing of the horses and the senior acts for the Farrier Sergeant. They should therefore lose no opportunities of perfecting themselves in the duties which sooner or later they will be called upon to perform. They must not get into slovenly or dirty habits. When not at work they will be as clean and well dressed as other soldiers.

- (2) When required, they will ride in the ranks.

### **Non-Commissioned Officers in General.**

- (1) The efficiency of a Regiment depends in a great measure upon the conduct of its N.C.O.'s. From them is expected the strictest attention to all their duties. The greatest sobriety, regularity of conduct, and attention to dress and appearance.
- (2) When it is necessary for a Non-Commissioned Officer to confine a man he is at once to inform his Squadron Sergeant-Major, who will make out a crime and report the matter to the Officer Commanding the Squadron.
- (3) Non-Commissioned Officers are to attend to every circumstance of a man's conduct and behaviour in his quarters and make it his business to find out everything irregular or suspicious. They will be observant of the care of arms, accoutrements, and necessaries, of cleanliness and most perfect exactness of every duty in the Regiment.
- (4) They must insist upon a most strict compliance with their orders and as their authority must be supported they are to use it with discretion, and not to gratify any personal resentment or prejudice.
- (5) They are positively prohibited from approaching a drunken man. They are to keep aloof and to order an escort of privates to confine him.
- (6) They must never overlook any deviation which they may observe in the conduct of

privates from the system of the Regiment. On troop parades particularly they are to exact the same attention, obedience, and precision in the movement or exercise as if the Commanding Officer were present.

- (7) If any Non-Commissioned Officer has been absent from the Regiment, or from his regimental duty even for a short time he will immediately, on his return, make himself acquainted with all orders that may have been issued during his absence.
- (8) Much of the ill-behaviour of privates to Non-Commissioned Officers is due to the latter not supporting a proper and equal authority. At times they make themselves too familiar with the men and then when they come into a situation where it is necessary to exert their authority they find that they have thrown it away by improper conduct.
- (9) In cases of disobedience or hesitation to obey an order given by a Non-Commissioned Officer it must be calmly and distinctly repeated without any additional conversation on the subject, allowing the man time to recollect himself. No taunting expression, gesture or oath is to be used. It is the man's duty to obey the order and then make a complaint which will be referred immediately to the Officer Commanding his Squadron.
- (10) No Non-Commissioned Officer employed to purchase provisions or other articles for N.C.O.'s or for men, or to lay out any part of their pay is, in any manner whatever to receive emolument or perquisite by it.
- (11) Non-Commissioned Officers when detached from the Regiment have the greatest opportunity of distinguishing themselves and showing their ability and merit. On those occasions the military appearance and good conduct of their parties reflect the greatest credit on themselves.

- (12) The Orders for Sergeants apply to Corporals: In the absence of the Troop Sergeant the senior Corporal becomes responsible. He should therefore lose no time in perfecting himself in the performance of duties that he is liable at any moment to be called upon to execute.
- (13) Non-Commissioned Officers, especially those in charge of troops, must be perfectly acquainted with every man and horse in their squad and answer readily any question concerning them. They are at all times to have in their possession a Squad Book properly filled in. Every variation is to be noted in it as it occurs in order that the book may always be complete in every detail. The correctness of Squad books will be frequently examined at uncertain periods.
- (14) All Non-Commissioned Officers who do not write a clear, distinct, and legible hand must take immediate steps to improve their writing. Their abilities and good conduct alone will entitle them to recommendation for promotion. Seniority will never be attained unless accompanied by merit.
- (15) Uniforms will be invariably worn by Non-Commissioned Officers attending entertainments, dances, and witnessing sports or matches in barracks.

The following regulations will in future be strictly adhered to and added to standing orders:—

Full Corporals and upwards will be required to pass in the following subjects before they can be promoted. Anyone not having passed when their turn comes, except N.C.O.'s exempt under Para 300-397 K.R., will be passed over by the next N.C.O. who has passed, and no exception will be made.

(1) Schemes in the field or on the tactical table including duties on the field which a troop

or smaller body may be called upon to perform in the event of war.

- (2) Mounted Drill with recruits.
- (3) Mounted Drill with a troop.
- (4) Musketry, to include
  - (a) Aiming Drill
  - (b) Theoretical Instructions
  - (c) Fire direct and fire control
  - (d) Judging distance.
- (5) Instruct at foot drill, including marching with use of all arms.
- (6) Map reading and semaphore.

#### **Promotion of Lance Corporal to the rank of Corporal.**

Instruction at foot drill including marching and the use of all arms, map reading, semaphore, also written examinations on "interior economy."

Squadron leaders must also recommend all N.C.O.'s for promotion.



### **PART III.**

#### **Duties of Non-Commissioned Officers and Men in Regimental and Squadron employ.**

- (1) Tradesmen's bills against men of Squadrons that are put through Squadron accounts are to be submitted by the 5th of the month and these must be settled the day the Squadron is settled with. To facilitate this bills will be sent to all persons having bills against the Squadron as to the hour which the Squadron will be paid. Everyone to whom a bill is due will attend personally at the hour or send a duly authorized person to collect the money due, otherwise the money will be placed in the bank and only paid out when convenient to the Squadron leader.
- (2) No Tradesman is allowed to supply N.C.O.'s or men goods unless on payment or on a requisition signed by the Squadron Quarter Master Sergeant.
- (3) Bills against Officers are to be first submitted by the tradesmen to the Quartermaster, who will satisfy himself that the prices charged are correct, and if so will initial them.
- (4) All Regimental Tradesmen are required to send in their bills against Officers at the end of each month; Officers are required to settle these by the 7th of the following month.
- (5) All Regimental Tradesmen are exempt from guards, fatigues, etc., and also all assistant tradesmen are exempt whenever possible.
- (6) The hours during which the workshops are to be open vary according to the time of the year.
- (7) All Tradesmen must have a price list (includ-

ing scale of charges for repairs) approved and signed by the Commanding Officer, hung up in a convenient position in their workshop.

- (8) Private work must not interfere with the public work of the Regiment.
- (9) Tradesmen are responsible that all Government material is used solely for Government work.

### **Police.**

- (1) The Regimental Police must always be on the alert and report any irregularity they may note.
- (2) They will see that men leaving and returning to barracks are properly dressed.
- (3) They will allow no strangers to loiter about the lines.
- (4) The police are to supervise the work of the men in confinement, awaiting disposal or sentence. Such work will be limited to exercise and fatigues similar to kind and amount they might be called upon to perform if not in confinement.

### **Signallers.**

- (1) The full complement of Regimental Signallers is always to be maintained.
- (2) The duties of the Instructor and of the Assistant Instructor are as follows:—

#### **Instructor.**

He has entire control of the signallers and is responsible to the Commanding Officer for their efficiency.

#### **Assistant Instructor.**

He is responsible to the Signalling Officer that the class receive a proper course of instruction and practical training in the duties required of them in the field.

He is responsible that the signalling equipment is kept in serviceable condition.

- (3) During the training season the Instructor will keep up a daily diary of all work carried out. This will be submitted to the Commanding Officer on the last day in each month for his inspection.

### **Rough Riders.**

- (1) They are exempt as far as possible from Squadron duties unless riding school duties are suspended.
- (2) Rough Riders in common with all drill instructors must never let themselves get into the way of repeating, from sheer force of habit, dogmatic phrases from the drill book without correcting mistakes at the time. If a fault is pointed out to any one man it is necessary that the fault be rectified there and then and if necessary the ride halted for the purpose. A simple reiteration of forms of speech only cause inattention on the part of those being instructed.
- (3) All Rough Riders should endeavour to excel in skill-at-arms which they should be continually practising.
- (4) They should impress on all recruits the importance of reporting any slight saddle girth or bit injury, kicks, over-reaches, falls, etc. Any casualty occurring in the ride which they are drilling will be reported at once to the Riding Master.

### **Scouts.**

- (1) The establishment will be one officer, one sergeant, one corporal or lance-corporal, and also eight men per Squadron.
- (2) Their horses will be selected by their Squadron Commanders with the approval of the Scout Master.
- (3) Squadron Scouts will be selected by Squadron

Commanders for a course under the Scout Master, and if they wish may return to their Squadron Duty within the first month of their course.

- (4) The Regimental Scouts will be selected from those Squadron Scouts who have completed their course.
- (5) Before a Lance-Corporal of the Scouts becomes a paid Lance-Corporal he must rejoin his Squadron for such period as the Squadron Commander wishes up to two months.
- (6) The Scout Master is allowed, at the end of a course, to choose one man of each Squadron Scouts to remain under instruction for a further period in order to fill up vacancies in the Regimental Scouts which are about to occur.

#### **Librarian.**

- (1) He is responsible that the rooms are thoroughly cleaned by 9-0 a.m. daily.
- (2) That the papers and periodicals are always kept tidy on the tables and not allowed to be destroyed.
- (3) That books are issued at the regulated times.
- (4) That pens, ink, paper, etc., are always available for use.
- (5) He will take all old periodicals to the hospital when new ones are received.
- (6) The Library will be open from 9-0 a.m. until 9-30 p.m.
- (7) A list of all periodicals for the Library is posted on the notice board; the Librarian will ensure that the papers on this list are received at the proper time.

#### **Saddle Tree Maker.**

- (1) He will keep the saddle-trees of the Regiment in thorough repair.

- (2) In other respects his duties are similar to those of the Saddler Sergeant.

### **Servants.**

- (1) Servants will not be employed to groom extra horses or required for barrack fatigue or guard.
- (2) All servants attend such parades as may be ordered from time to time.
- (3) The Second Servant of Field Officers have the same exemption as first servants.
- (4) No Officer is to discharge his servant without the permission of the Squadron Officer.
- (5) No man who has been dismissed is to be again employed in this capacity until reference has been made to his Squadron leader and the officer from whose service he was discharged.
- (6) Officers will pay their personal servants at the rate of four shillings per week, grooms two shillings and sixpence per week.
- (7) Servants will always be tidily dressed.
- (8) They are strictly forbidden to use any institute which is allotted for the use of N.C.O.'s.
- (9) When dressed in plain clothes they will salute by touching the hat in the same manner as private servants.
- (10) Servants are to attend at Mess in time to be inspected by the Mess Sergeant before dinner. They will not leave until dismissed.
- (11) When an officer proceeds on long leave his servant will return to duty unless his chargers are left with the Regiment, in which case his second servant will look after them.

## PART IV.

### Duties of Orderlies.

#### Orderly Officer.

- (1) The Orderly Officer must report at once to the Adjutant the smallest deviation from Regimental Orders which he may notice during his tour of duty. In the event of any extraordinary occurrence such as fire he will take command of the Regiment, if no senior officer be present, and send at once to the Adjutant.
- (2) The Orderly Officer must be particular to carry out the most minute details of his duty. All Orderlies and the Guard are immediately under his direction.
- (3) He will on no account leave barracks during his tour of duty which is from Reveille to Reveille and he will not change his duty without permission of the Adjutant.
- (4) He will attend all stable hours and perform all the duties as specified in the printed orderly room report.
- (5) He is responsible for the quality of any portion of the rations for men or horses which may be issued under his supervision.

If the rations or any other articles in the course of issue are in his opinion bad or of inferior quality, he will stop the issue and report the circumstances to the Adjutant for the information of the Commanding Officer.
- (6) In the temporary absence of the Adjutant during the day, the Orderly Officer will represent him. He will represent the Adjutant during his time on duty and report everything to him.
- (7) In cases of difficulty if no other officer is

present with the Squadron, the senior Non-Commissioned officer will apply to the Orderly Officer.

- (8) The Orderly Officer will accompany the Commanding Officer round stables and rooms. In the event of their being no Squadron Officer present, will call the men to attention.
- (9) He will send his report to the Orderly Room before Office Hour the following morning.
- (10) He will see that all stable buckets are filled with water and left in the most accessible spot.
- (11) He is responsible that all lights are extinguished by 10.15 p.m. excepting those in Hospital, Sergeants' Mess, Guard Detention Room, and Latrines.
- (12) He will visit the Canteen and Coffee Shop during his tour of duty and certify the same in his report.

#### **Regimental Orderly Sergeant.**

- (1) He comes on duty at Reveille and will report himself to the Orderly Officer at morning stables sounding.
- (2) He attends all stable hours.
- (3) He does all Squadron duties and attends all parades, excepting church parades.
- (4) He is not to quit the barracks unless ordered.
- (5) He must frequently visit the stables during the day and night and see that they are kept properly clean and ventilated according to regulations.
- (6) He reports to the Orderly Officer any irregularity that might occur.
- (7) He will visit the Canteen and Coffee Shop during his tour of duty and certify the same in his report.
- (8) He parades the Night Guard.
- (9) He will see that all windows and doors in

barrack rooms are opened immediately after Reveille and report that this has been done to the Orderly Officer.

- (10) In the absence of the Regimental Sergeant-Major he will close the Sergeants' Mess at 11.0 p.m.
- (11) He will send his report to the Orderly Room before Office Hour the following morning.
- (12) He will attend to the issue of forage and rations.
- (13) He will always attend Orderly Room at office sounding.
- (14) He will accompany the Orderly Officer round breakfast and dinners.
- (15) At watchsetting he will be given the list of men then out of barracks by Squadrons and will fill thereon the accurate time each man returns to barracks. These reports will be returned to the Squadron Orderly Sergeants at stables the following morning.

#### **Orders for the Regimental Orderly Corporal.**

- (1) He will open and close the canteens at hours laid down regimentally and will see that no beer is taken away.
- (2) He will patrol the building generally and will place himself in such a position as to enable him to make himself acquainted with what is going on inside the canteen as well as outside.
- (3) Any variations in times for opening and closing the canteen will be notified to him by the Regimental Sergeant-Major whom he will report to at 9.50 a.m. and 5.50 p.m.
- (4) He will allow no civilian inside the canteen except those who have a pass signed by the Commanding Officer.
- (5) He will obtain the names of all defaulters from the Provost Sergeant and will exclude them from the canteen.



- (6) He will confine any man who appears the worse for drink.
- (7) He will allow no disturbance to take place in the canteen and if necessary he will send for the N.C.O. with a file of the guard.
- (8) He will allow no man attending hospital, excused duty, or any N.C.O. or man in open arrest to enter the canteen.
- (9) After the canteen is turned out he will allow no man to remain in its vicinity, and will prevent men from urinating in the roads.
- (10) He will see that all lights in ablution rooms and passages are turned off at 10.15 p.m.
- (11) He will take over the canteen furniture before opening and will turn it over to the Steward before closing.
- (12) He will report "all correct" or otherwise on watchsetting parade.

#### **Squadron Orderly Sergeant.**

- (1) He will take over his duties for the week during mid-day stables on Monday; He will call the roll at watchsetting and take the report to the Guard Room. The report will contain the names of all men under the rank of Lance-Sergeant who are not in barracks.
- (2) He will take in duplicate inventory of the kits of absentees, giving one to the Quarter Master Sergeant and keeping one for reference when the court of inquiry is held.
- (3) He will see that all fires and lights are put out at the correct time.
- (4) When he warns a man for duty he must satisfy himself that the man understands him, by causing him to answer.
- (5) When an entertainment is given in barracks he will call the roll within fifteen minutes of the termination of the entertainment and hand in his report to the Guard Room.

- (6) He will parade all parties for duty, i.e.,  
 Riding School,  
 Foot Drill,  
 Guard,  
 Fencing,  
 Gymnasium,  
 Fatigue,  
 Escorts,  
 Exercise,  
 Church Parades,  
 Other duties.

### **Squadron Orderly Corporal.**

- (1) He will draw and issue all blank ammunition to the Squadron on field days and on returning from the "Field" he will return all unexpended ammunition and empty cases to the stores.
- (2) After a field day or other exercise he will collect and make a list of all broken and damaged saddlery and will then take it to the Saddlers shop. In the evening he will collect the repaired saddlery from the Saddler's shop and re-issue it.
- (3) He will march the men of his Squadron for Guard, Fencing and Gymnasium Classes, Defaulters drill and extra drill at hours ordered.
- (4) He will take all Squadron papers, etc., to his Squadron leader for signature and deliver them to the Orderly Room at office hour.
- (5) When warning a man for duty he will satisfy himself that the order is understood. He will ensure this by causing the man to acknowledge the order.
- (6) He will superintend the cleaning of the Squadron stairs and passages.
- (7) He will assist the Squadron Orderly Sergeant in calling the roll at watchsetting and in seeing that the lights and fires are out.
- (8) He will not quit the barracks unless ordered.

**Orderly Farrier.**

- (1) He will take over his duties for the week at evening stables on Monday.
- (2) He will represent the Farrier Quarter Master Sergeant and act for him in his absence.
- (3) He will not attend Field Days and will be exempt from all duties except Inspections.
- (4) He will check all stable utensils, etc., on taking over his duties for the week.
- (5) He will not leave barracks without the permission of the Veterinary Officer or Farrier Quartermaster Sergeant.
- (6) He is responsible for the cleanliness of the sick lines. The dressing of sick horses.
- (7) He will not allow any dressing or instruments to be taken away from the sick lines without the permission of the Veterinary Officer or the Farrier Quartermaster Sergeant.
- (8) He will collect all shoes made by men under instruction and have them laid out for inspection by the Veterinary Officer or Farrier Quarter Master Sergeant by 10.0 a.m. every Saturday morning.
- (9) He will allow no person to enter the sick lines or pharmacy unless they have authority to do so.

**Orderly Shoeing Smith.**

- (1) He will take over his duties for the week at evening stables on Monday.
- (2) He will sleep at the Pharmacy if required.
- (3) He will at once notify all minor casualties occurring between 6.0 p.m. and reveille to the Orderly Farrier and in urgent cases he will in addition report to the Farrier Quarter Master Sergeant.
- (4) Except as above he will on no account leave the sick lines without permission from the

Farrier Quarter Master Sergeant or the Orderly Farrier.

### **Orderly Trumpeter.**

- (1) He is to remain with the guard when not required for soundings.
- (2) He will receive from the Sergeant Trumpeter instructions regarding the hours at which he is to sound the various calls and he is responsible for the same being sounded at the exact time ordered.
- (3) He will mount and be dismissed with the guard.

### **Feed Orderlies.**

- (1) They will remain at stables until all the horses have finished their feeds and will see that no food is taken from the mangers.
- (2) He will draw the grass from the Quarter-Master Sergeant and will be responsible that the proper amount of grass and bedding is received.
- (3) When forage is drawn he will see it placed in the grain store.
- (4) He will superintend the mixing and issue of feeds.
- (5) He will not allow anyone in the grain store unless he himself is present.

### **Dining Room Orderlies.**

- (1) One Private will be appointed by the Troop Sergeant from each room as room orderly.
- (2) His duties are as follows: He will wash the tables, forms, plates, basins and utensils, sweep up the room after each meal, and sweep the passages and stairs.
- (3) He is responsible that the Squadron Cooks receive the meat and vegetables and meat dishes at proper times and will bring all meals from

the cook houses at proper times for the men.

- (4) He will take their meals at the proper time to all men admitted to or detained in the hospital that day, on guard, stable picquet or other duty, also to men in confinement.
- (5) He will take the bedding and blankets for men on Guard or in confinement and hand them over to an N.C.O. in charge of the Guard at 7.0 p.m.
- (6) He will accompany the Orderly Corporal to draw rations from the ration stand and groceries from the Regimental Institute.

## **PART V.**

### **Miscellaneous.**

#### **Divine Service.**

- (1) Divine Service will be attended if possible by troops on the march as well as in barracks. If no clergyman is available the senior officer will read the service or appoint an officer to do so.
- (2) The strength at which Squadrons are to attend Church Services will be fixed from time to time by the Commanding Officer.  
In addition to the Commanding Officer one officer per Squadron will attend the Church of England service.
- (3) The Regimental Staff and tradesmen who are not employed on Sundays will attend the parade service once in each month.

#### **Officers Mess Committee.**

- (1) The Officers' Mess Committee will be elected monthly or oftener if necessary.
- (2) The inventory of the whole of the property belonging to the Mess is to be checked by one of the members every month.
- (3) At each Mess meeting after the minutes of the preceding Mess meeting have been read over, the various accounts will be laid before the meeting and the President will explain exactly how the accounts stand and he will prepare a statement to show:
  - (a) The amount of the bills unpaid.
  - (b) The amount of any sum owing to the fund.
  - (c) The amount estimated for completing requirements.

- (4) The Mess Committee are not authorised to order any new articles except such as are required to maintain the fixed establishment, without a vote of the Mess Meeting.
- (5) The President at the conclusion of a mess meeting must enter the minutes, votes, and resolutions, in the book and send it to the Commanding Officer for signature.
- (6) The Committee will supervise the library and ensure that the catalogue of Government books on charge is kept up to date.

### **Sergeants Mess.**

- (1) The Sergeants' Mess will be conducted strictly according to King's Regulations. A copy of rules will be invariably hung in the mess.
- (2) The Mess will be under the constant supervision of the Second in Command, acting on behalf of the Commanding Officer.
- (3) The books will be checked by the Adjutant and laid before the Commanding Officer monthly for his approval and signature.
- (4) The Regimental Sergeant Major will be specially responsible for the regularity and good tone in the Sergeants' Mess and the senior dining members should do all in their power to assist him. The senior Non-Commissioned Officer present is at all times responsible for the conduct of the members present.
- (5) Honorary members may only be admitted with the sanction of the Commanding Officer.
- (6) The Sergeants' Mess will be closed at 11.0 p.m. in barracks and one hour after watch-setting when in camp.
- (7) All members of the Sergeants' Mess are to attend Mess Meetings in uniform.
- (8) All bills will be paid to the Treasurer by the 7th of the month following that which due.
- (9) A caterer, who may be married or single, to

hold office for three months, will be appointed as follows:—

(a) By vote of all members of the Sergeants' Mess.

(b) Name submitted to the Commanding Officer for sanction.

(c) The Caterer may be re-appointed for a further term of office.

(d) The Caterer may receive extra duty pay from the dues of the Sergeants' Mess at the discretion of the members of the Mess.

(e) It is to be clearly understood that all profits are the property of the Sergeants' Mess and that no share or percentage of profits or tradesmen's discounts or bonuses are to be paid to or retained by the caterer or other members of the mess.

### **Orderly Room.**

(1) All Regimental books and documents will be kept under the immediate supervision of the Adjutant and no document or book will be taken out of the Orderly Room without his or the Commanding Officer's authority.

(2) All Returns, forms, Orderly Room reports, etc., must be in the Orderly Room one half hour before the sounding of Orderly Room.

(3) All correspondence leaving the Orderly Room must bear the signature of the Commanding Officer or the Adjutant. Returns and correspondence submitted to the Orderly Room from Squadrons must in all cases be signed by the Officer Commanding same.

(4) Anyone requiring information in connection with the Orderly Room must obtain it from the Adjutant or the Orderly Room Sergeant and on no account are the clerks to give any information whatever.

(5) The clerks will not be taken away for



Squadron Parades during office hours, without permission from the Adjutant.

- (6) When a soldier is for disposal by the Commanding Officer his Sergeant Major is held responsible that all witnesses are present at the time ordered and that his Squadron Conduct sheet is produced.
- (7) All crimes are to be completed in every respect and handed to the Adjutant one quarter of an hour before the hour laid down for the disposal of the soldiers.
- (8) Officers will only attend Orderly Room when they have soldiers for disposal or business to transact.
- (9) When correspondence is passed for information it must be circulated and returned with the utmost promptitude. It must not be detained in Squadron Orderly Rooms or by individuals. The last person to sign or initial the correspondence is responsible for its immediate return to the Orderly Room.

#### **Returns to be Rendered to the Orderly Room.**

| <i>Returns.</i>   | <i>Date to be Rendered.</i> |
|---|-----------------------------|
| (a) Absentee report of soldiers                               | Daily.                      |
| (b) Training report for following day                         | Daily.                      |
| (c) Casualty report accident to man or horses, theft, losses. | On occurrence.              |
| (d) Requisitions for cash                                     | When necessary.             |
| (e) Variation in pay and stoppages                            | When necessary.             |
| (f) Re-engagements and extensions                             | Daily                       |
| (g) Minor awards  | When necessary.             |
| (h) Variations in employed men                                | Recorded on morning state.  |
| (i) Report Fire Engine practice                               | 30th each month.            |

### **Transmission of Squadron Documents to Orderly Room.**

- (1) On a N.C.O. or man's name appearing in Regimental Orders to leave the station on duty for any period over fourteen days the documents specified below are to be sent to the Adjutant without delay.

Squadron Conduct Sheet.

Army Form H 1150

" " H 1157 (ii)  
signed by men.

- (a) Parties or individuals on detachment or course of instruction      Last ration certificate.
- (b) For prison or detention barracks      Squadron Conduct Sheet  
Inventory of Kit AF 253.
- (c) For details transferred from the pay of the Regiment      Army Form H 1150.  
Army Form H 1157.
- (d) Squadron Conduct sheets should accompany recommendation sent to Orderly Room in following cases.

Recommendations for transfer or discharge,

### **Employed Men, Casuals, etc.**

- (1) Each Service Squadron is to have its proper number of employed men, viz., servants, rough riders, drill instructors, etc.
- (2) Other and temporary casuals such as clerks, tradesmen, servants of staff officers, Orderlies,

etc., are to be equalized as regards numbers but not as regards class.

- (3) When a man re-joins from desertion he will re-join his former Squadron.
- (4) When after adjustment of casualties the number of men in the various Squadrons are unequal the difference should whenever practicable be rectified by posting the next joining recruits so as to equalize the strength of the Squadron.
- (5) When a man's name is submitted to the Orderly Room for re-engagement or extension of service, and this has been carried out by the necessary authority, it cannot afterwards be cancelled.
- (6) When men are returned to duty from any employment whatever or from prison or from detention, after trial by court martial or conviction by civil power, they will attend the riding school and foot drill until thoroughly efficient: Squadrons will record the names of these men on morning state.

### **Examinations N.C. Officers.**

- (1) Non-Commissioned Officers will not be promoted to higher grade unless they are recommended by their Squadron Commander who is responsible that they receive adequate instruction and preparation to fit them for promotion in the following subjects:—

(a) Practical and oral:

Horse management, scouting, elementary field duties, individual training on foot, equitation, semaphore, musketry, judging distance, skill at arms.

(b) Written:

Interior economy, discipline, duties in barracks,

on the march, in camp, guards, military custody, arrest.

Non-Commissioned Officers of the rank of Lance-Sergeant, besides being able to qualify in the above subjects, must be able to impart instruction in troop drill and to handle a troop in all field duties, advance party, rear party, flank guard, picquet, fire action, escort to guns, escort to convoy, elementary pioneer work, and rough rafting.

### Guards.

- (1) Should a fire break out or any alarm be raised the Guard will immediately fall in under arms and stand to, until the fire is extinguished or all is reported quiet. Should a fire break out in barracks during the day the barracks gates will immediately be closed.
- (2) No non-commissioned officer or man is to quit his guard without leave.
- (3) The following method of marching reliefs, and relieving sentries is invariably adopted. If the relief consists of less than four men it will march in line with the Corporal of the relief; if of four or more men, in half sections, the corporal on the right of the leading man. He will see that the men march regularly and are silent. On approaching the sentry to be relieved, the relief having sloped arms or carried swords (if armed with swords), is to be halted about six paces from the post. The corporal then advances with the man going on the post, who approaches within one pace of the sentry to be relieved, and from him, in the hearing of the Corporal only, receives the orders of the post. The relieved sentry then takes his place in the relief, which proceeds on its round.

- (4) The Officer Commanding the Regiment, the Adjutant, the Orderly Officer, the Regimental Sergeant Major, the Regimental Orderly Sergeant, and the Non-Commissioned Officer in charge of the guard are the only persons who have authority to demand from a sentry the orders of his post, or to issue any other orders to him.
- (5) Sentries are not to quit their arms or to walk more than ten yards on each side of their post. They are never to converse, loiter, or lounge on their posts, nor to remain in the sentry box in good or moderate weather but are to move about briskly in a soldier-like manner. On the approach of an officer they are to face to the front, on any part of their walk, paying the compliment due until the officer has passed.
- (6) Sentries will slope arms to all officers whom they know to be such, whether dressed in uniform or not: The instructions contained in the Cavalry training for sentries challenging and relieving 'rounds' will be strictly adhered to, and all non-commissioned officers are expected to be conversant with same.
- (7) Guards turn out between sunrise and sunset to pay compliments as follows:—
  - (a) To the King and all members of the Royal Family.
  - (b) To the Lord Lieutenant of Ireland, Viceroy, Governors, and Lieutenant Governors within the precincts of their own Government.
  - (c) To all General Officers and other officers ranking with such.
  - (d) To the Commanding Officer and Adjutant once a day.
  - (e) To the Orderly Officer once by day and once by night.
  - (f) To all armed parties.
  - (g) No officer other than those in A and B is entitled to the compliment of the Guard Turning out, except when dressed in uniform.

- (8) Whenever any person entitled to be saluted passes a guard while it is being relieved, both guards will salute, the senior officer giving the words of command.
- (9) After sunset Guards will not turn out as a compliment, but when officers in uniform approach their posts sentries will pay them the usual compliments. After watch-setting, when sentries challenge they will pay officers approaching their posts the usual compliments.
- (10) No soldier is to be allowed to enter the Guard Detention room unless on duty. No soldier improperly dressed is to be allowed to remain near the Guard or to approach with the purpose of speaking to men of the guard. No civilian is to be permitted to enter the guard room unless by an officer's order.
- (11) The N.C.O. is responsible that the Guard Rooms are clean by 9.0 a.m. daily.
- (12) The inner rooms where soldiers are confined are always to be kept locked when occupied.
- (13) A soldier waiting trial, or sentence by court martial, will be confined in a barrack detention room, where one is attached to the Guard Detention room; other soldiers in arrest will be confined in the Guard Detention Room, but in special or riotous cases they may also be confined separately in a barrack detention room.
- (14) Night Guard Sentries should be dismissed at the Guard Room at reveille by the non-commissioned officer in charge of the guard.

#### **Fire Picquets and Fire Precautions.**

- (1) A Squadron will be detailed monthly as fire picquet.
- (2) The Squadron should be thoroughly acquainted with the source from which water can be obtained, the mode of adjusting the hose, and working the engine.
- (3) Each engine will be tested periodically and

a report sent to the Orderly Room on the first day of each month that this has been done.

- (4) On the fire alarm sounding the Squadron furnishing the picquet will immediately double to the scene of the fire, one troop being detailed to accompany each fire engine. All noise and confusion to be avoided.
- (5) Before leaving stables in the evening all buckets are to be filled with water.
- (6) Smoking in any stable or where there is loose straw or hay is strictly forbidden.
- (7) Lights or freshly made fires are not allowed in barrack rooms or buildings after 10.15 p.m., excepting in Sergeants' Messes, Married Quarters, Institutes, Guard Detention Rooms, Hospitals and latrines, and when otherwise authorized.
- (8) Petroleum spirit for private use is not to be stowed or sold in barracks.
- (9) Fireworks or bon-fires in barracks are forbidden.
- (10) In all cases where oil is stored a box of sand or dry earth should be provided to be thrown at once on any oil or spirit that may become ignited. Water should not be used.
- (11) Army Form K 1 89 is to be hung up in every building where Oil Lamps are used.

#### **Day Stable Guards (Stablemen Without Arms.)**

- (1) The Stable Guards will be posted by the Squadron Orderly Sergeants at early morning stable sounding.
- (2) Each stable guard will take charge of the horses, saddlery, forage, utensils, and other Government property in and around the stables.
- (3) He will ensure that all horses are kept properly secured in their stalls.

- (4) He is not to lie down during the time he is on duty, his whole attention being given to the care of the horses and to the care and cleanliness of the stables.
- (5) He will pick up fallen hay and sweep the stables frequently, the dung being put into barrows.
- (6) He will admit no one in to stables unless he has good reason to believe that they have legitimate business there.
- (7) He is on no account to leave his post unless relieved by an N.C.O.
- (8) In case of fire he will immediately raise the alarm and he will use the water in the stable buckets which he will always keep filled.
- (9) He will always keep the lower half of the double doors fastened, especially after entering or leaving the stable; shutters to be raised or lowered according to ventilation orders.
- (10) In the event of a stable door or lock becoming broken or damaged he is to report the fact to his troop Sergeant when relieved.
- (11) He is not to allow any horses to be taken out of the stable by any man unless he has an order from his troop Sergeant or Farrier Sergeant.
- (12) In case of a horse meeting with an injury, he will send at once for the Orderly Farrier Sergeant or Orderly Shoeing Smith.

### **Stable Duties.**

- (1) Stable hours vary according to the time of the year and the locality, and the following paragraphs refer more generally to ordinary stable management.
- (2) Great care must always be paid to cleanliness and ventilation, and the watering and feeding of horses must be carried out under strict supervision.



- (3) No horse is really well cleaned, especially after exercise, unless he is quickly cleaned. With a view to encouraging good, honest, hard work a man will be permitted to go on with the saddlery as soon as his horse is passed.
- (4) If horses are brought in hot, numnahs are to be left on until the men are ready to set to work on the back and loins.
- (5) After Squadrons come in from Mounted Drill or line of March the numnahs are not to be removed until the Non-Commissioned Officer in charge has passed the legs as dry and the men are ready to go on with the grooming; Should the men have to leave their horses before their backs are dry the numnahs are to be replaced.
- (6) In all cases, and especially when they are wet, the legs must be cleaned first, then the head, neck, and quarters. Parts of which are at a distance from the centre of circulation, and especially those which, like the legs or neck, expose a large surface in proportion to their bulk, are most apt to suffer from chill.
- (7) Every recruit must be thoroughly instructed in all details of grooming, which requires skill as well as labour.  
The following are the principal points:—
  - (a) Put your weight into it as well as your muscular power.
  - b) Therefore stand well away from the horse and put your weight on the brush.
  - (c) The principle working of the brush should follow the natural growth of the hair.
  - (d) Pay particular attention to the cleaning of the mane and tail. If a horse rubs its mane or tail it is often a sign that it is dirty.
  - (e) If a man has to clean more than one horse the legs of all should be done before the backs are touched. In each case the numnah should be left on until the back is commenced.
- (8) No horse is groomed until he is warm and his

coat soft and shiny, and it should be borne in mind that a thoroughly good grooming makes each successive attempt easier and the labour less.

- (9) The feet are to be washed out but the heels are never to be washed, without special sanction. Horses' feet are never to be greased in the forge after shoeing. O.C.'s Squadrons are permitted and recommended to grease horses' feet in the Squadron stables.
- (10) Horses are invariably to be watered before being fed. No mischief results in watering horses when hot, if the warmth of the system is kept up by general exercise such as walking home from the river or water trough. An exception to the rule, however, is caused when the water is raised from deep wells or from any other cause and is unusually cold.
- (11) When horses are watered in stables, the Squadron Officer should occasionally try them with a bucket of clean water in order to make sure that they have had enough.
- (12) Men should be cautioned that horses are not to be stinted in water. If a horse is drinking from a stream or trough it does not mean that he is finished because he puts up his head. Horses should be watered by Units at a time, when possible, and no man should on any account be permitted to move his horse away until all the horses have finished watering and the officer in charge gives the order.
- (13) Great stress is laid on the subject of watering horses, for half the secret in keeping horses in condition lies in attention being paid to this important matter.
- (14) Every opportunity should be taken on the march, at manoeuvres, or on service, to water horses, provided the above rule as to watering before and not after feeding is adhered to.
- (15) With regard to the feeding of horses. The

forage ration varies at different times and in different localities.

- (16) But special care must be taken to prevent the theft of grain, and all feeds are to be made out under the special supervision of the Squadron Sergeant Major.
- (17) In camp it will be found very beneficial to feed horses four times a day if possible.
- (18) Good beds are a good sign of good stable management. A horse should be bedded up to its hocks. Fresh bedding should be mixed up with the old to prevent the horses from eating it. It is often seen that really good bedding is thrown away, for although it is soiled it is not bad. Bedding in the day time should be exposed to the air as much as possible but **not** to the action of the sun which dries it too quickly and makes it too brittle.
- (19) To maintain a horse in good condition pure air, regular exercise, watering and feeding, and warmth are necessary. There is a great leaning towards sacrificing pure air for warmth. Health is more important than appearance of the coat, therefore place air first then warmth.
- (20) If horses are standing in the open, in damp or cold weather even if they may be undergoing long and hard work, it pays well to occasionally walk them round for a few minutes to get the circulation moving. Cold will often take more condition off a horse than warm work.
- (21) Every man in the regiment should know how much his horse gets at each feed, whether he is a quick or slow feeder, whether he drinks freely or sparingly, how old he is, what, if any, ailments he is subject to. This knowledge gives him that interest in his horse that is essential in every cavalry soldier.
- (22) Any man who considers that his horse has not had its proper weight of corn should at once report the fact to his troop sergeant.

- (23) When a horse is noticed to be off its feed the food should be removed at once and the case reported to the farrier for the information of the Veterinary Officer. If the symptoms are serious the animal must at once be sent to the infirmary.
- (24) Heated horses should never be allowed to stand in the sun. The sun evaporates the moisture very quickly and thus chills are readily produced. In warm weather there is no real objection to cleaning a horse outside the stable, provided the man gets to work at once. Nothing can be more objectionable, however, than 'hanging' a horse outside in the sun and the wind to dry, whilst a man loiters in his barrack room. An Orderly, if kept waiting while his horse is heated, should endeavour to place his horse under cover or at least in the shade.
- (25) Cold water has no effect in cleaning the skin of a horse, for the hair acts as a thatch and the water does not penetrate through it. Water may occasionally be used for the purpose of removing external mud but it is absolutely essential that the part be dried at once or skin disease, cracked heels, etc., will appear.
- (26) Some horses break out again and again after they have been groomed after work. They must be dried the first and second time, but after that it is generally fairly safe to leave them if the numnah is placed over the back and loins.
- (27) To test the cleanliness of a horse, run the fingers through the coat, more particularly examining the hollows on the outside of the hocks, the knees, the point of the hip and shoulder, and the head and neck, also open out the mane and tail and lift up the feet.
- (28) If the skin is not clean the fingers will be soiled and the debris of perspiration will be apparent in the parts through which the fingers have passed. If the horse has been absolutely

neglected the fact will be at once apparent to any person who is accustomed to horses.

- (29) If every Kit is properly cleaned and duly inspected in the course of the day there will seldom be a case of dirty appointments on parade on the following morning however early the parade may be.
- (30) No man is to lead more than one horse at a time through the stable door.
- (31) Smoking in any stable is strictly forbidden.
- (32) The manger is intended only for the horse's corn, and must be kept clean and free from brick dust or other cleaning articles.
- (33) A horse is not to be touched while feeding.
- (34) The practice of washing articles of saddlery, clothing, etc., in water troughs is forbidden. Sponges must not be dipped in them.

### **Leave and Furlough.**

- (1) Permanent passes to remain out of barracks up to any specified hour between watch-setting and reveille are granted to Non-Commissioned Officers and men by the Commanding Officer on the recommendation of Squadron Commanders.
- (2) Ordinary week-end passes may be granted by Squadron Commanders. Any pass involving a working day must be approved by the Commanding Officer.
- (3) When a pass is granted to a Non-Commissioned Officer or man and he rejoins before it expires, the unexpired portion will be considered as cancelled and he will be at 'duty' from the time he re-joins.
- (4) On return from furlough, leave, or permanent pass all N.C.O.'s and men are to report themselves to barracks as follows:—
  - (a) If between the hours of watch-setting and reveille,—to the Non-Commissioned officer in charge of the Guard.

(b) If between the hours of reveille and watch-setting,—to the Squadron Orderly Sergeant.

(5) Smoking on the streets when on duty is forbidden, but is allowed when off duty.

(6) Non-Commissioned officers and men when on pass are at all times to appear properly dressed, when in uniform, carrying a whip and wearing both gloves. Wearing any article of civilian attire when in Uniform is strictly forbidden.

(7) The award of Regimental entry deprives a man of his permanent pass for three months commencing from the termination of the Award.

### Medical.

Men who report sick and are not admitted to the hospital are usually classed under the following headings:—

“Attending Hospital.”

A man attending hospital will attend all his parades and duties. He is forbidden to enter the canteen. He will on no account leave the barracks unless on duty.

“Attend and excused duty.”

A man marked attending and excused duty is forbidden to enter the canteen. He is forbidden to attend any entertainment whatsoever. He will be present at all roll calls, reveille, and watch-setting (and mid-day dinner), and is not to leave his room after watch-setting roll call.

“Medicine and Duty.”

A man marked Medicine and Duty performs his duty as soon as he gets back from the hospital. He is allowed in the canteen and out of barracks.

“Light Duty.”

A man on light duty is excused riding school, foot drill, and guards. He attends stables and

performs fatigues and is allowed in the canteen and out of barracks.

“Duty”

Explains itself. N.B. Reporting sick unnecessarily is an offence.

- (1) Non-Commissioned officers in hospital must adhere strictly to the Hospital regulations and attend to all orders and instructions they may receive from the Medical Officer while under his charge.
- (2) The offence of concealment of disease will be severely dealt with.
- (3) Any man on guard or duty who may be taken ill must report the fact to the nearest N.C.O. or man, otherwise he will be held responsible for any irregularities occurring.
- (4) Every man will change his linen at least once a week, usually on Sunday.
- (5) N.C. officers in charge of rooms are held responsible that the men regularly attend ablution rooms.
- (6) Bathing should be encouraged.

**Sanitation.**

- (1) Abroad even more than on home service, the efficiency of a corps and the health of a regiment depends on the individual care and the personal supervision of the Commanding Officer, Squadron Commander, and Quartermaster in all sanitary matters.
- (2) It must be borne in mind by all ranks that any neglect of sanitation speedily brings its own punishment.

**Orders Abroad.**

- (3) Cookhouse cleanliness is most important. The tinning of the pots must be carefully watched.
- N.B. If when the inside of the pot is rubbed with the finger it comes off black, lead has been used,

and the tin is unwholesome, should be re-done, and the contractor heavily fined and dismissed.

- (4) Inspection visits to be effective should be unexpected.

### **On the March.**

- (1) Squadrons are to be halted and dismounted shortly after the start, say within two miles, and subsequently once in every hour.
- (2) Except at these halts no man is permitted to leave the ranks, without the express permission of the Squadron Commander. On such occasions a second man, usually a corporal, is to be left behind to hold the horse of the man who dismounts.
- (3) At each halt each man should look well around his horse and appointments, and in the event of the latter having become shifted they should be at once rectified.
- (4) Troop Commanders should report to the Squadron Commander that this has been done and at the same time report any casualties.
- (5) Every man must be made to feel that any carelessness on his part in putting on his kit brings its own punishment, for, if the horse becomes galled or rubbed, he will then have to walk.
- (6) A March must always be made with advance and rear guards.
- (7) The rear guard is to bring on all casualties until they can conveniently re-join their squadrons. Circumstances, of course, may occur when it may be necessary or expedient for the rear guard to leave men and horses behind them, but as a rule the rear guard must not allow any men to fall behind it.
- (8) A Squadron should as a rule make a good four and a half to five miles an hour, including halts; slow marching is fatiguing to both men and horses and very productive of sore backs.



- (9) It is a great relief to both men and horses to dismount and lead occasionally. This should generally be done when ascending and descending steep hills.
- (10) Whenever possible, opportunity should be taken to water the horses during the last half mile of the journey. Horses, even though heated, seldom, if ever, suffer from gripes after watering, if the exercise is continued. Water from a stream is seldom very cold, but greater precaution is necessary when water is drawn from wells. The pace after watering should be at a walk for a few minutes.
- (11) The instructions contained under the heading of Stable Duties with reference to removing saddles after return from the field, hold good on the march.
- (12) On approaching a Military station at which a halt is to be made, the Commanding Officer will send on "Marching in state" to the Commandant.
- (13) The Squadron Officer must inspect the back of each horse each day, three or four hours after the march. A really serious injury seldom occurs in one day but a slight chafe if not attended to readily becomes a serious chafe, if not a sore back.
- (14) The head of each Squadron, or troop, if ordered, must maintain a steady pace, the distance between the rear of one Squadron and the front of the next being somewhat elastic, but the rear of each Unit must keep properly closed up. It is the increasing of the pace in the rear owing to 'opening out' that knocks horses up.
- (15) Sick or lame horses should be started, as a rule, earlier than the Squadron, under the charge of the Farrier Sergeant.
- (16) Squadron Commanders will arrange for the shoeing of the Squadron to be up to date. It is

of the utmost importance that the Farriers should not be permitted to get behind with their shoeing.

- (17) When marching in disturbed districts, the bridles (as well as the swords and rifles) are to be taken into tents or billets at nights.

### **Billeting.**

- (1) The Non-Commissioned officer in charge of the billeting party will, before starting, be provided with:
  - (a) The Route.
  - (b) Nominal roll of each troop by sections.
  - (c) A roll of horses, including chargers.
- (2) On arrival at each night's halting place he will at once proceed to the Police Station to procure billets for his party. He will then go over the Billet Roll and ask for a Constable to conduct him round the billets. He will visit all rooms and stables, getting any that are unsuitable changed.
- (3) He will acquaint the proprietors of billets with the quantity of forage and provisions required and the hour at which dinner should be ready.
- (4) He will call at the Post Office for letters and telegrams.
- (5) He will meet his Squadron or detachment about a mile outside the town, reporting himself to the senior officer present.
- (6) He will furnish the Commander with a list showing the name and address of the person on whom each man and horse is billeted.
- (7) In the billeting off all the men to be billeted in one house will be called to the front, if the breadth of the street admits it. The billet will then be handed to the senior man. No other party is to be called up until the previous party has filed off. If the street is too narrow the general principle will in any case be

adhered to. This order does not permit of more than one Squadron billeting off at the same time.

- (8) The Commanding Officer expects that all men will be civil and courteous to those on whom they may be billeted, and that they will refrain from using offensive language or from acting in any objectionable manner.

### **Escorts.**

- (1) Soldiers admitted to a detention barrack or prison will take with them their rifle and clothing and necessities laid down in regulations.
- (2) The Escort of a soldier is as a rule to consist of one Corporal and one Private, but when a soldier is to be conducted to his Unit after surrendering himself as an absentee, or after the termination of his sentence, a N.C.O. is sufficient.
- (3) An escort is answerable for the safe custody of a soldier, and should always be provided with handcuffs if necessary.
- (4) Soldiers under escort when conducted outside of barracks should always be provided with transport. If Government Transport cannot be obtained, private covered conveyance should be procured. The receipt being produced at Orderly Room for the amount paid and the sum will be recovered.
- (5) Reasonable sums for food for prisoners and soldiers under escort (if not rationed) is allowed by regulation.

### **Detached Parties.**

- (1) When any detached party such as signallers, scouts, etc., leave barracks on reconnaissance or other duty the officer in charge will be responsible that the Squadrons to which the men belong are previously notified of their intended departure in order to avoid overdraw of rations, forage, etc.

- (2) The return of all detachments will be immediately reported to the Adjutant by the officer in charge. Individuals, escorts, etc., will report to the Regimental Sergeant Major on leaving or returning to barracks.

### Miscellaneous.

- (1) The first principle to be instilled in every man is zeal for service and an anxious desire to support the character and credit of the Fort Garry Horse. These sentiments will lead him to an honourable and punctual discharge of all his duties. His occupation will be a pleasure rather than a task, and punishment will only be necessary for the idle and unprincipled. Good conduct will always meet its reward. Irregularity and drunkenness will always be severely punished.
- (2) From the Private Soldier is required at all times the utmost respect to his superiors, and implicit obedience to orders, a sober and orderly conduct, great cleanliness in his appearance and dress and the utmost care of his horse, arms, and appointments; when absent from his Regiment he must be attentive to the same particulars in order that his conduct and appearance may reflect credit on the corps.
- (3) The whole of the clothing, accoutrements, and necessities must be produced at inspection. A soldier who is guilty of selling or making away with any article will be brought before a court martial for the offence.
- (4) He is equally liable to be tried should he by neglect suffer any of them to be lost.
- (5) Any man guilty of making holes in or cutting any of his accoutrements or altering any of his clothing or necessities from the established pattern will be punished, independently of his having to make good at his own expense the damage caused by such alteration.
- (6) Every Soldier in the Regiment will be

treated with the strictest justice. If any man has any real cause for complaint he must make his complaint through his troop officer and Squadron Commander. Without meaning to encourage trifling complaints, of which every soldier should be ashamed, the Commanding Officer wishes it to be understood that all real grievances will be redressed.

- (7) No soldier will be permitted to have any clothes in his Kit other than Regimental, with the exception of Servants and N.C. officers, permitted by regulations.
- (8) The introduction of Wine and Spirits or beer into barrack rooms is prohibited, but a man may receive one pint of beer with his dinner when specially allowed by his Commanding Officer.
- (9) Men will at all times pay the compliments due to Officers whether in uniform or in plain clothes, and not only to those of their own regiment but to all officers of the Army, as well as those of the Royal Navy, Marines, and Territorial Army.
- (10) Soldiers will at all times salute in the streets in accordance with the rules laid down in Cavalry regulations.
- (11) In a civil court a soldier will remove his head dress while the judge or magistrate is present, except when he is on duty and under arms with a party or escort in the court.
- (12) All parties and individuals will pay the usual compliments to all funerals whether military or otherwise.
- (13) Soldiers are to observe a respectful demeanour towards all magistrates and other civil authorities. They are to be quiet and civil in their intercourse with the inhabitants of the town and are careful to avoid being drawn into any quarrel with civilians. A soldier who is found present in a brawl, even though it may

be as a spectator only, will be punished for breach of discipline.

- (14) No soldier is to reply to an Officer or Non-Commissioned Officer when found fault with on duty or in the ranks unless an explanation is required by such Officer or Non-Commissioned Officer. This order must be observed most strictly with recruits, who are not to speak or make any reply while at drill but are to implicitly obey and attend to the instruction they receive.
- (15) Soldiers will on no account borrow or lend articles of kit equipment.
- (16) Every soldier should wish to be qualified and be ready in every way to take his place should his regiment be ordered on active service. It is therefore as much a part of his duty to keep himself in strict bodily health as to train himself in all Military details. If a soldier gives way to drunkenness or excess of any description his constitution must become undermined, and when the regiment proceeds on service a soldier of this kind will be left behind and is liable for trial under section 40 A. Act.
- (17) On all occasions, whether at Stables, Fatigue, or elsewhere, men are to be decently clean as regards their dress. Soldiers have no duty to perform which can justify their appearing dirty. The practice of walking about barracks in a slovenly manner with coat unbuttoned or carrying cigarettes behind the ears is strictly forbidden.
- (18) No man is to cut, alter, or sell, any part of his clothing or appointments without authority.
- (19) If a man finds any money or other property he is to give it at once to his Squadron Sergeant Major.
- (20) Nothing but sickness or the most urgent necessity can vindicate a soldier who fails to return on expiration of his pass. In the case of

- sickness the certificate of a military doctor must be forwarded to the Adjutant at once.
- (21) On an officer entering a barrack room or institute unaccompanied by an N.C.O. the oldest soldier present should at once rise and call the remainder to attention.
  - (22) Smoking on all parades, whether watering or otherwise, is strictly forbidden **except** when an order is given to march at ease.
  - (23) When the National Anthem is being played all soldiers will stand to attention.
  - (24) Soldiers will at all times keep their hair cut short. The chin and lower lip are to be shaved.
  - (25) When riding past an officer a mounted man will pull up to a walk, excepting when at training.
  - (26) Whenever a man is absent at reveille his kit will immediately be taken into Squadron stores and an inventory taken.
  - (27) Non-Commissioned Officers and men, unless in possession of a pass signed by the Commanding Officer, are strictly forbidden to enter any married quarter excepting when on duty.
  - (28) Men are strictly forbidden to remove papers, knives, forks, or any other articles from any garrison or Regimental institute. The comfort of the men depends on this order being adhered to.
  - (29) When cycling, men are to sit upright in the saddle. Cyclists and men riding on vehicles must salute by smartly turning the head towards the officer on passing him.
  - (30) All soldiers while proceeding to or from musketry or any other duty outside their barracks are forbidden to enter any public house for the purpose of obtaining refreshment.

- (31) No Non-Commissioned officer or man who has paraded for guard or other Regimental Duty will be relieved to take part in sports. The names of any N.C.O.'s and men required for such sports must be sent to their Squadrons at least two days before. O.C.'s Squadrons will then obtain leave from the Adjutant, to substitute some other N.C.O.'s and men for those detailed for duty.
- (32) On no account is a man who has been beaten in a competition allowed to take another man's chance.
- (33) Any Government horse in the regiment may be used for Regimental Sports.
- (34) All lights in barracks, including detached quarters, are to be extinguished at 10.15, excepting those in the following buildings:—Hospitals, Guard Rooms, Stables and latrines. Sergeants' Mess and Sergeants' quarters are allowed lights until 11.0 p.m.
- (35) It is the duty of all ranks to find out what duty they are detailed for for the following day. Ignorance of orders is no excuse for neglect of duty.
- (36) When a man is remanded for court martial the witnesses are on no account to quit the station until after trial.

### **Trumpet Soundings for Parades.**

The following regulation for trumpet soundings will be observed:—

- (1) For Review Order and Marching Order:
- (a) Boot and Saddles 60 minutes before C.O. Parades.
- |                |    |       |
|----------------|----|-------|
| Warning        | 45 | ditto |
| Parade         | 30 | ditto |
| Officer's Call | 15 | ditto |
| General Parade | 5  | ditto |
- (b) Foot Parade.



|                |                   |                |
|----------------|-------------------|----------------|
| Warning        | 50 minutes before | C.O.'s Parade. |
| Parade         | 20                | ditto          |
| Officers Call  | 15                | ditto          |
| General Parade | 5                 | ditto          |

- (2) The Squadrons will fall in for all parades in the first instance by troops, ten minutes before the time appointed for Squadron parade, and after being inspected by their respective officers will join the Squadron according to the seniority of their permanent troop leaders and will then be inspected by their Squadron Commander.
- (3) The Regiment will be formed up ready for inspection at the hour appointed for the parade.
- (4) Watch-setting Parade, 10 p.m.
- |   |  |
|---|--|
| For Riding School Exercise, Troop, Squadron or Regimental Training, Mounted Orderly and all other Mounted Parades       | Outside their respective Squadron Stables.       |
| For Church Parade, Foot Drill, Fencing, Gymnasium, Picket, Escort, Fire Alarm, Fatigue and all other Dismounted Parades | Outside their respective Squadron Barrack Rooms. |
| Defaulters Roll Call, Drill, Fatigue  | At Guard Room.                                   |

### Defaulters.

- (1) Defaulters will drill or perform fatigue work for two hours daily. The hours for parade are 2.0 p.m., 6.0 p.m., 9 p.m., at the Guard Room.
- (2) The Drill will be carried out in marching order.
- (3) Defaulters will drill with arms at the support and may be allowed to stand at ease five minutes during the hour. They should be turned at every six paces.

- (4) Defaulters, when awarded confinement in barracks will be informed of the hours at which they will parade for drill, or answer their names as follows:—

(a) When punished by the Squadron Commander,

By the Squadron Orderly Sergeant.

(b) When punished by the Commanding Officer,

By the Provost Sergeant.

### **Fitting of Saddlery and Appointments.**

- (1) The correct fitting of almost all the saddlery and appointments is laid down in the Cavalry and other regulations. A few minor points appear, however, to have escaped notice.
- (2) No strap should on ordinary occasions be worn in its last hole. Two extra holes at least should be punched. If the strap is not long enough to admit of them it must be lengthened.
- (3) Straps are invariably to be passed to the extent of three fingers' breadth through the keepers. If the length of the strap does not allow of this it must be lengthened.
- (4) When straps are lengthened the piece added should be sewn at the buckle or sewn end, and not at the tip, and similarly when straps are shortened the part removed must be from the sewn end, and not from the tip.
- (5) In each case it is desirable that the strap be left the greatest length consistent with tidiness.
- (6) All ranks should be thoroughly cognizant of the various methods of folding the saddle blanket.
- (7) For tent pegging, etc., breast plates may be worn at the discretion of the Squadron Commanders.
- (8) Stirrup leathers will be of such length that the end, after being passed through the
- (9) Rifle slings are always to be carried and are

*an inch / does not reach the flap of the saddle.*

to be attached to the trigger guard swivel and the upper band swivel.

- (10) The haversack will be carried on the left side, the strap passing over the right shoulder under the bandolier. It will always be unfolded.
- (11) The water bottle will be carried on the left side over the haversack and the bottom of the bottle to be in line with the elbow.
- (12) The Head rope will be fastened around the horse's neck with six or eight coils, the front of the coil to be about 6 inches from the head rope ring.
- (13) The Nose bag will be fastened to the rear of the near hind arch of the saddle.
- (14) The Mess tin will be strapped in rear of the near hind arch of the saddle.
- (15) Cloak when carried mounted will be rolled twenty-six inches and carried across in front of saddle, when carried en-banderole the ends are to be secured with the Mess Tin strap which should have one turn around the end of the cloak. It should be rolled sufficient length that the strap is in line with the hip bone.
- (16) Puttees are to be tied at the bottom of the leg.
- (17) Chin straps to be worn down when mounted.

#### **Orders for Dress. (Drill Order).**

On the Man.  
Service Dress,  
Bandolier,  
Ankle Boots and Puttees.

On the Horse.  
Saddle and Bridle,  
Head Rope,

Cloak,

Haversack,  
Water Bottle when  
ordered,

Nosebag,

Sword,

Rifle as may be ordered.

H. G. MAYES,

CAPT. AND ADJUTANT,

CANADIAN CAVALRY DEPOT.

## List of Officers.

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Of the Officers at present with the Fort Garry Horse, the following have been with the regiment since organisation.

Lieut.-Colonel R. W. Paterson  
Major F. J. Dingwall  
Capt. & Adj. H. G. Mayes  
Major D. G. MacPherson  
Captain K. C. Bedson  
Captain E. M. Fisher  
Captain V. A. V. McMeans  
Lieut. G. A. Watson

Those now with the Regiment who have joined since organisation are :

Major E. L. McColl  
Captain W. T. Lockhart  
Captain H. R. Gunning  
Captain J. A. Dennistoun  
Captain F. K. Wilson  
Captain G. G. Smith  
Captain W. L. Rawlinson  
Captain H. G. Watson

|                         |                         |
|-------------------------|-------------------------|
| Lieut. S. L. Bedson     | Lieut. H. C. Ferguson   |
| Lieut. E. L. Houghton   | Lieut. E. F. Coke       |
| Lieut. A. P. Cameron    | Lieut. R. C. Lewis      |
| Lieut. A. C. Wingood    | Lieut. A. C. D. Piggott |
| Lieut. G. Griffin       | Lieut. F. Hassall       |
| Lieut. A. F. Nation     | Lieut. E. C. Jackson    |
| Lieut. J. P. Baker      | Lieut. G. Candlish      |
| Lieut. R. W. Fiske      | Lieut. R. Crossman      |
| Lieut. G. M. Ford       | Lieut. F. C. S. Davison |
| Lieut. E. O. Greening   | Lieut. W. M. C. Monk    |
| Lieut. R. R. Steeves    | Lieut. S. A. Lee        |
| Lieut. H. D. Cunningham | Lieut. W. A. Kilgour    |
| Lieut. J. P. MacKenzie  | Lieut. J. B. Stratford  |
| Lieut. F. Sawers        |                         |

Officers Transferred to other Units :

Major R. M. Dennistoun to 45th Batt., Canada  
Capt. O. R. Lobley, Asst. Field Cashier  
Lieut. H. R. Selfe to New Army  
Lieut. Laver to Canadian Remount Depot  
Lieut. J. Gault to Lord Strathcona Horse  
Lieut. Gooday to Lord Strathcona Horse  
Lieut. J. R. Dennistoun to Divisional Cyclists  
Lieut. F. Woodman to Divisional Cyclists







